

LOUISIANA BALANCE OF STATE CONTINUUM OF CARE
HUD CoC Program
2016 Project Application Evaluation

Introduction

HUD conducts an annual CoC program national competition. In response to the limited availability of project funding expected, the Louisiana Balance of State Continuum of Care (LA BoS CoC) has established a Rating and Project Selection Committee for the purpose of developing the CoC project evaluation and ranking process and tools. The Louisiana Housing Corporation is the collaborative applicant responsible for completing and submitting an annual application for CoC funding on behalf of the Louisiana BoS CoC. The evaluation process and prioritization strategy will help the LA BoS CoC fully maximize CoC Program funds and make decisions related to project funding.

CoC Renewal Project Application Review Process

Project Evaluation: Overview

The LA BoS CoC developed a CoC Renewal Project evaluation process and tool that will be used to review, score, and rank all CoC Projects as part of the 2016 CoC Competition. The priority areas that will be reviewed are as follows:

Project Participant Impact

- Housing stability
- Access to income and benefits
- Length of time homeless

Meeting Community Need

- Bed utilization
- Targeting hard to serve persons/households

Project Capacity

- Meeting reporting requirements
- Unspent funds
- HMIS data quality
- Audit/monitoring findings

Data Sources

Almost all data used in project evaluation comes from projects' most recently submitted Annual Performance Reports (APRs) and HMIS reports. However, information in four Project Capacity priority areas can only be obtained directly from providers themselves:

1. HUD audit/monitoring findings documentation;
2. Information on unspent funds from each applicant's LOCCS accounts;
3. Information on HIC/PIT data submission will be provided by the CoC lead.

CoC New Project Review Process

Project Evaluation: Overview

The LA BoS CoC developed a CoC New Project evaluation process and tool that will be used to review, score, and rank all new CoC Projects as part of the 2016 CoC Competition. The priority areas that will be reviewed are as follows:

- Project Type
- Serving persons who meet HUD's definition of experiencing chronically homelessness
- Serving households with children
- Applicant experience level
- Utilizing a Housing First approach

Data Sources

The project application and any required attachments will be the primary data source for the review.

Details about the data source for each priority area are listed in the Criteria and Scoring Tool in Appendix B and C. Details about the submission process and timeline follow.

CoC Project Evaluation

The LA BoS CoC Rating and Project Selection Committee will complete a Project Evaluation for each project application (see Appendix B and C for Criteria and Scoring Tool). Projects failing to submit required information for a priority area will receive zero points for that priority area.

A list of all LA BoS CoC 2016 Renewal Projects can be found in Appendix A of this document.

After completing all Renewal Project Evaluations the LA BoS CoC Rating and Project Selection Committee will rank all renewal projects according to their evaluation score within the categories listed below. The categories will be ranked in the following order. The CoC Project Review Team and CoC Board may consider application adjustments and propose changes to project scope or budget for such issues as HUD incentives, bonus funding, program requirements, geographic distribution, identified community needs.

1. Renewal PH: PSH and RRH	5. New Reallocated SSO Projects for Coordinated Access
2. Renewal HMIS	6. New Bonus Project(s) for RRH or PSH
3. New Re-allocated PSH serving chronically homeless individuals or families, including unaccompanied youth	
4. New Re-allocated RRH for homeless individuals and families, including unaccompanied youth, coming directly from the streets or emergency shelter or fleeing domestic violence	

Submission of Project Information

Any projects planning NOT to renew CoC funding, must let the CoC Board know by July 29, 2016 at 5pm.

Submission of Project Information

Renewal Projects will need to provide some information to the CoC as part of the project evaluation process. All renewal projects will need to provide the following items:

- Most recent Annual Performance Report (APR) for each project application
- Project applications Recipients will submit the application downloaded from e-snaps
- Most recent HUD audit/monitoring results²
 - If there were findings that have since been resolved, please provide documentation from HUD
 - If there were findings that are currently being resolved, please provide an explanation of what efforts are currently underway

² If the project applicant has not had a HUD audit/monitoring visit please write a letter indicating that HUD has not visited the agency for that purpose. Write the letter on the agency letterhead and add the Executive Director's signature.

- 2016 CoC project leverage documentation
 - This should include all cash/in-kind match and leverage commitment letters reported as part of the 2016 CoC Competition
- LOCCS data
 - Monthly drawdown records for the project years 2013-14, 2014-15, and 2015-16 to date

All documentation must be emailed to Jwesley@lhc.la.gov by August 15, 2016.

Failure to submit a timely APR, or any of the items mentioned above will automatically result in a lower scoring project evaluation and a lower ranking among renewal projects.

APPENDIX A

LA BoS CoC 2016 Renewal CoC Project Evaluation: List of 2016 Renewal CoC Projects

Applicant Name	Project Name	First-Time Former Project under the SHP or S+C Program	Project Component
Lake Charles Housing Authority	Lake Charles S+C Program	CoC	PH
Volunteer Center Southwest Louisiana, Inc.	310INFO/211 HMIS	CoC	HMIS
Louisiana Housing Authority	Shelter Plus Care	S+C	PH

2016 LA BoS CoC Renewal CoC Project Evaluation

Criteria and Scoring Tool

Project Participant Impact	Standard	Points	Scoring	Data Source	Points Awarded
Housing Stability					
PSH Programs: Housing Retention Persons remaining in PSH at end of year or moving to other permanent housing during year	80%	10	80% or > = 10 72 – 79% = 7.5 Below 72%=0	APR	
RRH, TH and SSO Programs: Persons who exited to PH	80%	10	80% or > = 10 72 – 79% = 7.5 Below 72%=0	APR	
Access to Income and Benefits					
All Programs: Participants age 18 or older with increased employment income by program exit	20%	10	20% or > = 10 12-19% = 7.5 Below 12%=0	APR	
All Programs: Participants with one or more source(s) of non-cash benefits by program exit	32%	10	32% or > = 10 27 – 31% = 7.5 Below 27%=0	APR	
All Programs: Participants age 18 and older who increased non-employment income by program exit	54%	10	54% or > = 10 48 – 53% = 7.5 Below 48%=0	APR	
All Programs: Participants age 18 and older who increased their total income (from all sources) as of the end of the operating year or program exit	73%	10	73% or > = 10 68 – 72% = 7.5 Below 68%=0	APR	

Meeting Community Need	Standard	Points	Scoring	Data Source	Points Awarded
Project Demand					
PSH Programs: Average daily bed utilization	84%	10	84% > = 10 79 - 83% = 7.5 Below 79% = 0	APR	
Targeting Hard to Serve					
All Programs: Entries with no income	48%	10	48% > = 10 43 - 47% = 7.5 Below 43% = 0	APR	
Upon turnover, how many current non-CH PSH units will you prioritize for a CH individual or family?	100%	10	100% > = 10 86 - 99% = 7.5 Below 86% = 0	Project App.	

Project Capacity	Standard	Points	Scoring	Data Source	Points Awarded
Reporting Requirements					
How often does the program drawdown from HUD?	Monthly	5	Monthly = 5 Quarterly = 2 Less than Quarterly = 0		
All Programs: HIC/PIT data submitted on time	Yes	5	Yes = 5 No = 0	LHA	
Cost Effectiveness					
Did the project serve the number of people proposed in the project application?	Yes	5	100% < = 5 90-99% = 3 80-89% = 1 Under 79% = 0	LHA	
All Programs: 2012 – 2013 Total CoC Funds Expended/Awarded	< 5% of unspent funds	7.5	5% < = 7.5 6-10% = 5 Above 10% = 0	LOCCS	
All Programs: 2013 – 2014 Total CoC Funds Expended/Awarded	< 5% of unspent	7.5	5% < = 7.5 6-10% = 5 Above 10% = 0	LOCCS	

HMIS Data Quality					
All Programs: Missing data in "Q7. Data Quality"	< 2%	15	2% < = 15 3-7% = 10 Above 7% = 0	APR	
Project Monitoring Results					
All Programs: Any unresolved HUD monitoring findings noted?	HUD Monitoring findings	5	None/resolved = 5 Unresolved findings= 0	LHC Staff and project applicant	
Total Possible Points		130			

APPENDIX C

2016 LA BoS CoC New CoC Project Evaluation Criteria and Scoring Tool

THRESHOLD QUESTIONS

All new projects must meet HUD threshold requirements.

1 Is the project RRH or PSH?

Yes No

2. Project proposes to serve an eligible population for the project type

Yes No

3. Match is greater than or equal to 25%

Yes No

4. Project agrees to participate in CoC Coordinated Entry System (CES) and HMIS

Yes No

If any of the above answers are No project does not meet threshold, is not eligible for funding consideration and will be rejected.

Project Type/Participants/Experience	Standard	Points	Scoring	Data Source	Points Awarded
Project Type	n/a	20	RRH = 20 PSH = 10	Application	
Percentage of participants projected to meet definition of chronically homeless at program entry	85%	20	85% or > = 20 70 – 84% = 10 Below 69% = 1	Application	
Percentage of Households with Children proposed to be served	85%	20	85% or > = 20 70 – 84% = 10 Below 69% = 1	Application	
Experience level of applicant and any subrecipient partners in successfully managing similar housing projects	n/a	20	Extensive = 20 Moderate = 10 None = 0	Application	
Will the project practice a Housing First Approach?	Yes	15	Yes = 15 No= 0	Application	
How frequently does the agency attend full CoC meetings?	100%	5	76% or > = 5 51 – 75% = 7.5 Below 50%=0	Meeting Records	
Total Possible Points		100			